

St Mary's Catholic Primary School and Nursery



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St-Mary's-Catholic-Primary-Penzance

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Welcome

We wish you a very warm welcome to St Mary's! This prospectus explains our day to day routines and procedures and offers a little taste of what we can offer families who join our school.

We are a fully inclusive school which celebrates the uniqueness and individuality of every child and adult. We welcome families from all backgrounds, cultures, faiths, or those with no faith at all.

We are a Catholic faith school and as such, focus on the development of the whole person, both in their spiritual and academic journey. Our motto is '**Growing together in knowledge, faith and love**'. We work hard to ensure children reach their full potential, guided by our Christian principles and Gospel teachings.

Our School Mission Statement

Faith is at the heartbeat of our school, as we walk with Jesus through life. St Mary's provides a safe, positive place to learn, where everyone is given the opportunity to become a life-long learner. We do this by nurturing pupils' individuality and creativity, guiding pupils' learning and challenging pupils to think independently.

By showing respect, love and care to one another, without exception, everyone is valued in our school community.

In April 2014, we converted to an academy, with the other 35 Catholic schools in the diocese, to be part of one of the largest Multi Academy Trusts in the South West - Plymouth CAST. This stands for Catholic and Anglican Schools Trust.

This does not affect the daily running of St Mary's, where we continue to have a Governing Body and leadership team who are responsible for strategic development. However, being a member of CAST allows colleagues to work together across schools which have a common purpose and to support each other in driving standards forward. We are accountable to Plymouth CAST's Board of Directors and we consult regularly about strengths and areas for development within our school.

We hope the information in this booklet answers many of your questions, but please do not hesitate to speak to myself for any other queries, or visit our school website and Facebook page.

Best wishes,



Miss Nichola Teixeira

Headteacher

The Governing Body

St Mary's Governing Body consists of a combination of parent, staff, foundation and associate governors. Foundation governors are appointed by the Diocese, whilst others are elected by parents and the school. Governing Body meetings take place approximately every half term and the non-confidential section of the minutes can be viewed by parents, through a written request made to the Headteacher.

Name	Role	Type of Governor	Focus Area
Mrs T Paczek	Chair	Foundation	Safeguarding and Whistleblowing
Mrs J Lindley	Vice Chair	Foundation	SEND
Mr S Oliver		Parent	Health and Safety
Mrs V Wiltshire		Parent	Statutory Grants and Finance
Mrs R Baigent		Foundation	RE and Catholic Life
Mrs S Luff		Staff	
Miss N Teixeira		Headteacher	

The Staff Team

	Role
Miss N Teixeira	Headteacher
Mrs S Luff	Deputy Head
Mrs A Stuckey	Nursery Teacher
Miss S Correnti	Reception Teacher
Mrs A Mace-Butler	Yr 1 Teacher
Mrs S Stott	Yr 2 Teacher
Mrs D Sopp	Yr 2 Teacher
Miss K Nicholls	Yr 3 Teacher
Miss R Pascoe	Yr 4 Teacher
Mrs S Keitch	Yr 5 Teacher
Mr M Cox	Yr 6 Teacher

	Role
Miss A Williams	Nursery Assistant
Miss K Durham	TA, Lunch Supervisor
Mrs S Orchard	TA
Mrs T Peters	TA, Lunch Supervisor
Mrs D Rendell	TA
Mrs C Ede	TA, Lunch Supervisor
Miss M May	TA, Lunch Supervisor
Ms Milroy	TA, Lunch Supervisor
Mrs L Daniell	Lunch Supervisor
Miss I Terry	HLTA
Mrs J Merriman	Administrator
Mrs S Payne	Administrator
Mr M Vigo	Caretaker

Uniform

School uniform has advantages for both parents and school. It provides a practical outfit for 5 days of the week and ensures that children are safe in the knowledge that there is no competition in style or fashion of clothing. For the school, it unites children in a shared identity, whilst also encouraging pride in appearance and presentation.

All children need a bag and drinks bottle. Hair accessories must be in school colours (green, yellow/gold or white) and note that shoes must be smart in appearance and not in the style of trainers or skate shoes.

Not Allowed

Jewellery, other than one pair of stud earrings

Extreme hair styles or hair dye

Nail varnish

Winter Uniform Options	Summer Uniform Options
Waterproof coat	Yellow checked dress
Dark green tunic or skirt	Grey shorts
Grey trousers	*Dark green V-neck cardigan or jumper
*Dark green V-neck cardigan or jumper	*Yellow polo shirt
White collared shirt/blouse	White or grey socks
Dark green tie	Black shoes / <u>closed-toe</u> sandals
White or grey socks	
Dark green tights	
Black shoes	

PE Kit	*Yellow t-shirt Dark green shorts Plimsolls or trainers Add joggers and jumpers if the weather is cold.
Outdoor Learning	Layers of warm clothing Waterproof coat Wellies or waterproof shoes

* These items have the school logo on.

Items with the school logo on can be bought from Trophy Textiles and anything else, from local shops and supermarkets. Please also ensure that everything is clearly named!

Nursery and Reception children are also asked to supply a pair of wellies and a waterproof for water, sand and muddy play. These can be taken home each day, or left in school for the term.

The School Day

Start of the School Day

School officially starts at 8.45am. Parents say goodbye at the outside door and children walk into their classrooms independently. Parents can give messages to teachers via their Dojo account, rather than coming into classrooms and disturbing children and staff who have already started working. At 8.55am, all parents must leave the school premises for gates and doors to be locked. Children arriving after this time come into school through the main office.

	Key Stage 1 (Yr 1 and Yr 2)	Key Stage 2 (Yrs 3 to 6)
Breakfast Club 8am - 8.45am, Mon - Fri		
Session 1	8.45am - 9.00am Reading to an adult	8.45am - 9.00am Independent reading activities
Session 2	9.00am - 9.30am Phonics teaching	9.00am - 9.30am Grammar and spelling teaching
Session 3	9.30am - 10.30am English or Maths	9.30am - 10.30am English or Maths
Break Time	10.30am - 10.45am	10.30am - 10.45am
Session 4	10.45am - 11.45am English or Maths	10.45am - 12.00 noon English or Maths
Lunch Time	11.45am - 12.45pm	12.00 noon - 1.00pm
Session 5	12.45pm - 1.15pm Meditation/prayer circle/mindfulness	1.00pm - 1.30pm Prayer journals/meditation/mindfulness
Session 6	1.15pm - 2.45pm Foundation subjects (and a break)	1.30pm - 2.45pm Foundation subjects
Session 7	2.45pm - 3.15pm Assembly or story time	2.45pm - 3.15pm Assembly or class novel reading

End of the School Day

School finishes at 3.15pm. Please ensure you are available to collect your child at this time, by waiting on the appropriate playground. If you are going to be late, please phone the school and your child will be looked after at the main office. Please notify the class teacher if there is a change of adult collecting your child, as we do not allow anybody else to collect, without parental consent.

Parking

There are limited parking spaces next to the school. Parents are encouraged to walk as much of the journey as possible, or ride to school and leave bikes/scooters in the shelter.

General Procedures

Lunch

All children in Reception, Year 1 and Year 2 receive a free school lunch. Children in Years 3 to 6 can also have one, either because they qualify for Free School Meals, or by paying £2.34 per meal. Our catering company is called Chartwells. Money is paid online through Parent Pay. If you would like to check if your child qualifies for FSM, you can complete the online application form from Cornwall Council.

www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/

Chartwells are happy to provide for children with an allergy or food intolerance. Parents just need to write to them with their doctor's medical advice attached and personal menus will be prepared.

For any child bringing a packed lunch, please send in a named lunchbox and ensure that no glass or sharp items are included. Lunches must not contain any nut-based items, including hazelnut chocolate spread.

Morning Break

All Reception, Year 1 and Year 2 children have a piece of free fruit each day. Older children can bring their own fruit but snacks such as crisps, cake, sweets or chocolate are not allowed. Children must also bring a drinks bottle to school. Ideally this would contain water, but sugar free, non-fizzy drinks are allowed.

Accidents

All staff administer basic first aid and there are named members of staff who are qualified first aiders and who will deal with more serious accidents. Parents will always be notified of an accident through a form sent home in the bag but for banged heads or serious accidents, a phone call home will be made. It is very important that we always have the most up to date contact details for you, in case of an emergency.

Illness

If a child is ill in school time, the parents will be contacted to take them home. If children have suffered from an upset stomach or vomiting bug, they must not come back to school until 24 hours have passed without illness. If a child is well enough to be in school but needs regular doses of medicine, parents must complete a permission form to allow a member of staff to administer it. Medicines must be labelled with the child's name and dosage instructions and stored in the school office. A permission form must also be completed for any other medicine that is taken regularly, including inhalers.

Valuables

The school does not take responsibility for loss or damage to expensive items that children have chosen to bring into school. Please discourage your children from bringing in anything except the equipment / books needed for the school day. Older children who walk home alone may bring in mobile phones. These must be handed in to the office each morning and not used in the classrooms or playgrounds.

Parental Involvement

The school always welcomes and is very grateful for any parental contribution, whether it be listening to children read, helping with displays, supporting classes on trips or being part of the PTA (parent fundraising team). Please speak to the Headteacher or office staff if you would like to volunteer some of your time and the relevant paperwork will be completed. Please note that for safeguarding purposes, an enhanced DBS certificate is required for all adults working with children (the office staff will support with this), which will have to be in place before any volunteering can start.

Complaints

Staff work extremely hard to provide the best experience for the children, but there may be occasions where a parent is dissatisfied and wishes to make a complaint. This is done in the first instance through the teacher and then the Headteacher, but if this does not resolve the issue or the complaint involves the Headteacher, formal complaints can be made through the complaints policy (listed on our website).

General Procedures

Communication

A newsletter is produced monthly and is also published on the school website. School events are also publicised on the school's Facebook page. In addition to this, parents are given a password to access Class Dojo. This is an online program where teachers and parents can message each other individually and view what the children have been learning. Class Dojo is monitored regularly by the Headteacher, to ensure appropriate and respectful comments are made.

Parents are always welcome to speak to staff about any concerns or queries. It is both courteous and sensible to speak to the class teacher first before approaching senior staff, as they are best placed to explain any classroom-related questions. The Headteacher or Deputy is at the gate each morning for any quick and simple queries, or for longer conversations, an appointment can be made at the office.

At St Mary's, parents are encouraged and expected to support their child's learning. Termly parent evenings are held to discuss learning and progress with class teachers. A report is produced every year, which celebrates their achievements and outlines their attainment, progress and effort in each subject.

Attendance

In line with our attendance policy, parents are expected to comply with the following procedures:

- To ensure that children arrive on time every day;
- To understand that arriving after 9.15am (without reason) is considered an unauthorised absence;
- To phone the school each morning, when a child is going to be absent through illness;
- To complete a Notification of Pupil Absence form for all planned absences;
- To understand that not all absences can be authorised, including holidays;
- To avoid all absences during term time where possible, including medical and dental appointments;
- To work with the school and external agencies where attendance is a concern.

The Notification of Pupil Absence form can be collected from the school office for all planned absences. Individual family circumstances will always be considered when deciding, but please note that holidays cannot be authorised. Please inform the office of medical or dental appointments and if these will effect their usual lunchtime arrangements.

Attendance is monitored by the school's Attendance Officer and the Headteacher. Each term, letters are sent to parents if attendance is causing concern. A rate of 90% or below is considered a concern and the Headteacher will invite parents to meet to see if any support is needed. If poor attendance continues, the Cornwall Education Welfare Officer may decide to make a home visit and take further action.

Behaviour

- Show good manners at all times
- Care for everyone and everything
- Follow instructions with thought and care

Each class has a range of strategies for celebrating good behaviour. Staff will always try to look for the positive behaviour but on the rare occasion, unwanted behaviour requires a sanction to be put in place. Parents can view how many Dojo points their child has received through the Class Dojo system and can message the teacher regarding any negative behaviour. Children take part in workshops and assemblies throughout the year, to learn what bullying is (and what it is not) and how to treat each other. All incidents of bullying are recorded in the school's behaviour log and meetings take place between the Headteacher, children and the parents involved in an issue. The behaviour and anti-bullying policies can be viewed on the school website.

Religious Education

RE is taught in all schools. Come and See highlights the teachings of the Catholic faith and develops children's ability to think for themselves and reflect on their own beliefs, as well as providing units that teach the other major world faiths - Hinduism, Sikhism, Islam and Judaism. Lessons take on many forms including art, drama, activities with members of the Parish and workshops with members of the local community.



Children enjoy an aspect of faith development every day through RE lessons, assemblies, circle times, group liturgies and going to Mass. Father Philip is our Parish Priest, who regularly visits the school and leads the Mass. Parents and all family members are invited to attend special Acts of Worship such as the Harvest festival, and are always welcome to attend the weekly Mass. Families have different reasons for attending these events, from wanting to develop their own faith to wanting to share in what their child is learning. There is no rule that events are only for Catholics - we positively encourage everybody to come along, from those with a different faith to those with no faith at all.

Monday	Headteacher's celebration assembly	2.30pm	Whole School
Tuesday	Sing and Praise	2.30pm	Whole School
Wednesday	Class Mass	10.00am	Individual Classes or Whole School
Thursday	Liturgy	2.30pm	Whole School
Friday	Special Visitor assembly	2.30pm	Whole School

First Holy Communion

In Year 3, Catholic children are prepared by staff and members of the Parish, to receive the sacrament of Holy Communion. Any child who has been Baptised into the Catholic church and is aged 7 or older, can receive their First Communion. Parents can request this either by writing to the school or Father Philip.

Withdrawal from RE and Worship

Parents in any school have the right to request that their child be withdrawn from this element of the curriculum. In this case, parents must write to the Headteacher, clearly explaining the reasons why they are requesting the withdrawal. School staff will then supervise the child, but are not obliged to set any alternative work. Parents are welcome to send in their own activities for their child to complete during these times.

Charity Work

St Mary's has a strong tradition of charity work and the Chaplaincy Team selects a specific one to support each year.



The children develop their empathy and humanity towards others through a variety of assemblies and fund-raising events. In addition to this, the school also supports the poppy appeal, Food Banks, Fair Trade and CAFOD.



Individual Needs

Equal Opportunities

Children are unique individuals and are equal to all others. St Mary's operates a policy which ensures that they have the same opportunities, regardless of gender, race, faith, intellectual ability, emotional, social or physical impairment, sexual orientation or socio-economic background. The broad and balanced curriculum provides a range of non-stereotyped activities and experiences, where each child can develop to reach their full potential.

Special Educational Needs and Disabilities

St Mary's accepts the definition of special education needs, as set out in the Code of Practice. It adopts a whole school approach to SEND, which involves all the staff adhering to a model of good practice. The school is committed to identifying and providing for the needs of all children in an inclusive environment, in line with Local Authority guidelines. Mrs Fran Lobban (special needs coordinator) works with staff and parents to identify needs and decide on the best use of resources, equipment and additional adult support. Full information regarding the school's offer for children with SEND can be viewed on the website, including signposting to support agencies for parents to access.

Accessibility

There is wheelchair access to all areas of the school and ramp access to all playgrounds and classrooms. There is an accessible toilet and changing area.

Pastoral Care

There are many factors that can effect progress in learning, some of which happen outside of school. Miss Terry and Mrs Stott are pastoral support workers and mental health leads, whose role is to work with children and families with a range of difficulties or worries. Examples are family break up, attendance, behaviour issues and financial worries. The staff will plan a variety of interventions to suit the circumstances of each family, which may involve individual 'talk time' in school for the child, home/school behaviour reward systems or signposting parents to local support agencies. Referral is through recommendation by the class teacher, or parents can request support themselves by speaking to the Headteacher.

Pupil Premium

This is funding given to schools by the government, to support disadvantaged children to make the same progress in their learning as their peers. The money is used by the school to fund a variety of resources or projects, using educational research to justify the spending decisions. The school only receives the funding when parents apply for it, which is done through the same online form as for Free School Meals.

www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/

Children who qualify for Pupil Premium funding are:

- those who are entitled to Free School Meals, or have been entitled to them in the last 6 years;
- those whose parents serve in the Armed Forces, or who have served in the last 4 years;
- those who have been in the care of the Local Authority, or who have been adopted.

Spending is usually on projects or resources that will benefit groups of children, but occasionally it is used for individual circumstances, such as music tuition or towards paying for a trip. Full information regarding Pupil Premium spending can be found on the school website.

Safeguarding

The safety and wellbeing of children is of paramount importance at St Mary's. The school has very robust procedures and policies in place to support their fundamental right to be protected from harm and abuse. It follows all statutory guidelines set out by Cornwall Local Safeguarding Children Board.

Security

All external school doors are locked at 8.50am, where any parents/non-staff members must leave the building. Anybody visiting the school after this time, must report to the main office upon arrival, where they will be asked to sign the fire register and will be given an ID lanyard to wear. Please note any visitors (including parents) are not permitted to enter classrooms during school hours without staff permission and mobile phones must be switched off and out of view.

Smoking

Smoking (including the use of e-cigarettes / vapes) is not permitted in any area of the school, including buildings, playgrounds and walkways.

Staff Recruitment

The recruitment process involves a series of procedures, designed to minimise the risk of inappropriate adults working in a school. All staff, governors and volunteers at St Mary's have an enhanced DBS certificate.

Staff Training

All staff and governors receive annual training in safeguarding. Staff are experienced in recognising signs of abuse and the procedures to follow when raising a concern. Every school has two members of staff who are responsible for ensuring that systems are followed and who are the first point of contact when a concern is raised.

Designated Safeguarding Lead (DSL) - Mrs S Luff

Deputy Designated Safeguarding Lead - Miss N Teixeira

Child Protection

The DSL (or Cover in their absence) may have enough evidence around a cause for concern that they seek advice from external agencies. A referral is made to the Multi Agency Referral Unit (MARU) where a team of professionals decide if the concern warrants an assessment to be carried out by the Social Care Team. Where there is concern regarding a child, the school will try to work with families to identify any help or support that is needed. However, there will be some rare occasions where a concern of significant risk or harm means that the DSL has consulted with agencies, without the prior knowledge of the parents.

Children in Care

These children have been identified as being at risk from harm and have been placed by the court, into the care of the Local Authority. The school is very experienced in working with foster parents and special guardians and staff are ready to support with anything these families might need. Senior staff will attend meetings and report on the progress and safety of the children.

Designated Teacher for Children in Care - Miss N Teixeira

Data Protection

The school's application form contains a list of statements for parental permission to take photographs or film their child. Parents can give consent for some or all of the statements. The school complies with the Data Protection Act and will not give personal details to any third parties without permission, except in certain child protection circumstances.

The Curriculum

St Mary's teaches the statutory objectives from the National Curriculum 2014, using cross-subject units of work. In Reception, children also follow cross-subject topics that have a strong focus on learning through play and relate to the objectives from the Early Years Development Matters document.

Staff are positively encouraged to be as creative and innovative with their curriculum as possible, making full use of our local surroundings and the specialist resources and teachers at our local secondary schools. The science, maths and PE subject leaders set up regular workshops at Humphry Davy secondary school, where children can extend their learning by investigating new technologies or equipment. Parents will be sent a text or Class Dojo message to explain if children are leaving the school site, to attend these sessions.



Phonics

Every child in Reception and Key Stage 1 takes part in daily lessons, using the Phonics Bug scheme. Children in Key Stage 2 who still need some phonics intervention, will also take part in daily activities.

Reading

Children are placed on the reading scheme as soon as they are ready - usually in the Reception class. For all classes, daily individual reading is timetabled and guided reading/comprehension activities are taught every week. Higher attaining Year 1 and 2 children and all Key stage 2 access the Accelerated Reader scheme, which combines independent reading with comprehension quizzes and word-count challenges.

English and Maths

Teaching covers all National Curriculum requirements but focuses on the core skills of spelling, handwriting, grammar, punctuation, multiplication tables and the four number operations. Handwriting uses a cursive font, which is explained to Reception parents when joining the school. The skills are taught in a combination of stand alone sessions and within specific genres in the units of work.

RSHE



Children develop their skills in money management, healthy eating, being active and staying safe (including online safety). Staff plan units which develop children's abilities to become confident, law-abiding members of society, with a focus on British values and virtues. Every year, children are taught a unit on sex education. This is an age-appropriate scheme called Life to the Full. It is set by Plymouth Diocese and based on the teachings of the Catholic church. As with RE, parents have a right to withdraw their child from sex education and must do so by writing to the Headteacher.

Homework

All children are expected to read daily at home, with an adult if possible. Children in Key Stage 2 are given homework, designed to enhance the learning that has gone on in the classroom. Homework ranges from writing tasks, to art projects, to maths activities. Staff try to offer the children a challenge in their homework, but most are designed to be completed by the child independently.

Music

In addition to the regular curriculum music lessons, children have an opportunity to learn an instrument. This is done in partnership with independent external music teachers, who visit the school each week to give the children tuition. Please note the school is not involved in setting the tuition fees for these lessons and payments are made directly to the individual music teachers.

The Curriculum

Breakfast Club

Children in all year groups are invited to attend our breakfast club, running from 8am to 8.45am each day. The support staff run the club, offering a range of healthy breakfast choices and games to play before school starts. Bookings and payments are taken in advance, through ParentPay. Prices are £3.50 per child, per day.

After-School Clubs

There are a variety of clubs that children in both Key Stages can attend, which run from 3.15pm to 4.15pm and are lead by members of staff. As staff very kindly volunteer their time to lead these clubs, with no payment, children are asked to commit to at least 6 weeks of attendance and issues with poor behaviour or bad manners may result in children being excluded from attending.

Clubs range from craft, music, sports, cooking and lego and change each term to offer as much variety as possible. There are limited numbers for



each club and so children sign up for them at the beginning of each term. The school also provides a football club in the autumn term, rugby in the spring and cricket in the summer, funded by Sports Premium and lead by DT Coaching staff.



There is also full wrap around care at St Mary's, from 3.15pm - 5pm. Costs are £4 to 4.30pm and £6 if staying until 5pm.

Charging

Every year, staff try to enhance the curriculum with a range of trips and visits to places in the local area. Many activities come free of charge but it is sometimes necessary to ask parents to contribute to the trip, usually to cover transport costs. Contributions for day trips are voluntary and no child will be excluded from an activity for not paying, but there is a risk of trips getting cancelled if not enough money is raised.

Sport

All children receive at least one hour of PE during the week, with additional physical activities planned daily. Staff work hard to give children of all ages the opportunity to try a variety of traditional and non-traditional sports, as well as being exposed to some healthy competitiveness. The school works closely with Humphry Davy and Mounts Bay secondary schools to use their staff and equipment for sports such as wall climbing, hockey, badminton, rugby and athletics. In addition, the school regularly takes part in football, swimming, cross country, rugby, cricket and netball/high fives competitions. The school receives additional funding from the government for promoting and developing healthy, active children called Sports Premium. This is used for funding transport to fixtures, new PE equipment and staff training. Full details of the spending can be viewed on the school website.

Residential Visits

Staff plan an annual residential trip for children in Years 4, 5 and 6. The aim is to give children the opportunity to try a range of outdoor pursuits and crafts, both on the land and sea and to enhance their self-confidence and team building skills. These camps are planned several months in advance, to prepare all risk assessments and safeguarding procedures and to give parents the chance to pay in instalments. As these activities are not part of the daily curriculum, full costs must be met by parents. Please note that the cost takes into account all travel, food and activity requirements and that the school makes no profit. It is a wonderful experience for children to take part in these trips and parents are asked to speak to the Headteacher if there are any financial concerns which might prevent their child from attending.